



BPA VACANCY ANNOUNCEMENT (#002785-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Accounting Officer, GS-510-15, Portland, OR
This is a temporary promotion/detail opportunity, NTE 1 year

OPENING DATE
10/20/04

CLOSING DATE
11/02/04

ANNUAL PAY RATE
GS-15 \$100,284 - \$130,373

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Corporate, Chief Operating Officer, Chief Financial Officer, Financial Operations-KFR

NOTES:

This is a temporary promotion/detail opportunity, not to exceed 1 year. Temporary promotions may be extended up to five years or be made permanent without further competition. If this opportunity is not extended or made permanent, the employee will be returned to their original position of record, or to a different position of equivalent grade and pay. Temporary promotions may be terminated at any time based on the needs of management. Note: Applicants must meet the education and qualification requirements of the position to be eligible for temporary promotion.

Details are available to applicants who are currently employed at a grade at least equivalent to, or a higher grade than, the advertised position- no salary increase is associated with accepting a detail. Applicants do not need to meet the qualification requirements of the position to be eligible for a detail (but would need to meet the qualification requirements to be eligible for reassignment on a permanent basis). Details can be extended up to a total period of two years (in 120-day increments). Detailed employees will be returned to their original position of record. Details may also be terminated at any time based on the needs of management.

Occasional overnight travel may be required.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Supervisory Probationary Period: First time supervisors will be required to serve a 1-year probationary period.

CONFIDENTIAL FINANCIAL DISCLOSURE: Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: This Accounting Officer position serves as the Manager, Financial Operations within the Office of the Chief Financial Officer. This organization is responsible for all financial and managerial accounting operations such as the

financial statements and reports, accruals, trial balance, cost studies, and product costing as well as responsibility for all disbursement operations including travel, payroll, and accounts payable. The Financial Operations organization works closely with Chief Risk Officer and the PBL Trading Floor and provides back office support and operations for marketing, hedging, and derivative instruments. The Accounting Officer provides direction and leadership in the planning, development, and administration of programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization. This includes all responsibilities associated with preparation of financial statements, identification and satisfaction of client financial information needs, disbursement functions, and back office operations. The incumbent is providing timely and accurate financial and managerial accounting operations for the Agency.

BASIC QUALIFICATIONS:

- A. Degree: accounting; or a degree in related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")
- OR
- B. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:
1. 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g. 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements. **(Transcripts required if not in the GS-510 series)**

In addition to meeting the basic requirements above, you must also meet the following requirement:

QUALIFICATION REQUIREMENTS (For temporary promotion): Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience:** Experience preparing and developing internal and external GAAP and government accounting financial statements.

Note: In order to be rated as qualified for temporary promotion, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

Note: Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the GS-14 grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

1. **Professional knowledge of accounting theories, concepts, principles, and standards sufficient to administer the accounting program for the Agency.** *(Describe your experience applying complex accounting and financial theories, preparing financial statements, improving and/or operating accounting systems, and advising on accounting aspects of agency operations, and/or issues).*
2. **(Supervision and Leadership) - Ability to provide supervision and leadership through the effective use of teambuilding, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work products; provide feedback on work accomplishments; develop and motivate.** *(Describe your experience assigning and reviewing work, developing work plans, counseling employees, and ensuring assignments are carried out effectively. Also describe you role and experience, if any,*

establishing/reviewing performance management standards/processes, resolving employee relation situations, and/or identifying/justifying selections for employment as well as your scope of supervisory responsibilities (i.e., similar functions, varying occupational fields), if appropriate).

3. *(Facilitating Work)* **Ability to establish and define long- and short-term organizational goals; define required work results and establish parameters for accomplishment of these results; to facilitate a collaborative decision-making process; to encourage problem solving by subordinates; make functional assignments based on recognized employee strengths; develop and gain support for the organization's vision.** *(Describe your experience formulating or participating in the establishment of work plans, work unit objectives, working with other individuals/organizations/work units in resolving problems and issues, and identification of resources necessary to accomplish objectives, including the stability of the work unit.)*
4. *(Effective Communication)* - **Ability to clearly and concisely share information with subordinate staff; too present both verbally and in writing ideas which are shared with employees at all levels; to develop an atmosphere of teamwork through shared ideas and goals; to negotiate resolution or controversial issues; to build relationships throughout the organization which facilitate the accomplishment of work.** *(Describe the audience (i.e., individual, size of groups, make up of groups, level of management, etc.) and your experience providing oral and written instructions as well as policy and/or program information that may have been complex and/or in controversial nature.)*
5. *(Diversity)* - **Ability to recognize employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; to provide developmental and training opportunities for employees; to support and promote Bonneville's equal opportunity program; to equitably provide career opportunities for all employees, including minorities, women, handicapped, etc.** *(Describe your role and participation in diversity and EEO programs relative to employment advancement and/or training opportunity availability for employees.)*

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.
3. **College transcripts (if not currently in the GS-510 series).**

REQUIRED INFORMATION ON RESUMES*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title **YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management